

## **EMPLOYEE TRAINING**

### **1. PREPARATION**

- a. Develop standard procedures for training Sandy City employees on the Utah Pollution Discharge Elimination System and Sandy City Storm Water Management Program.

### **2. PROCESS**

- a. Provide training to employees following procedures identified in the Department Annual Training Log (see attached).
  - Training by Public Utilities Education Manager/Education Coordinator (with assistance as needed from Storm Water Quality Coordinator) includes:
    1. General UPDES Program.
    2. IDDE – Reporting and Response SOP.
    3. Storm Water Enforcement SOP.
    4. Spill Containment and Cleanup SOP.
    5. Additional subject that may change from year to year depending on the focus that is desired for the year.
  - In-house training by each department and Storm Water Quality Coordinator includes:
    1. Standard Operating Procedures (Development and Enforcement, Facility, IDDE, Priority Area Facility Inspection, Open Space, Planning, Utility Maintenance, Streets, Vehicle/Transporting, and Utility Construction).
    2. Facility Storm Water System Maintenance Plan.
    3. Spill Prevention and Response Plan.
    4. Storm Water Pollution Prevention Plan.
  - Some training topics are covered separately by various departments (e.g. Spill Prevention and Response Plan is completed separately by Police and Fire).
  - Some training topics are “Not Applicable” to various departments (e.g. SWPPP for Human Resources).
  - Standards Operating Procedures have been identified as being applicable to each department (see attached “SOP Applicability by Department”).

### **3. DOCUMENTATION**

- a. Employee training that is performed will be documented in Cityworks, including: employees in attendance, material presented, and topics covered.

## DEPARTMENT ANNUAL TRAINING LOG

FY 2017-2018

Department	General UPDES Program, IDDE - Reporting and Response SOP, Storm Water Enforcement SOP, Spill Containment and Cleanup SOP, and <i>LID / Green Infrastructure</i> <sup>1</sup>	SOPs <sup>2</sup>	Facility Storm Water System Maintenance Plan	Spill Prevention and Response Plan	SWPPP
Public Utilities					
Public Works					
Parks and Recreation					
Community Development		NA	NA	NA	
Police		NA	NA		NA
Fire		NA	NA		NA
Administration		NA	NA	NA	NA
Animal Services		NA	NA	NA	NA
City Attorney		NA	NA	NA	NA
Community Events		NA	NA	NA	NA
Economic Development		NA	NA	NA	NA
Emergency Management		NA	NA	NA	NA
Finance		NA	NA	NA	NA
Human Resources		NA	NA	NA	NA
Justice Court		NA	NA	NA	NA

<sup>1</sup> This subject changes from year to year depending on the focus that is desired for the year

<sup>2</sup> See attached "SOP Applicability by Department" spreadsheet for applicable SOPs for each department (Development and Enforcement, Facility, IDDE, Priority Area Facility Inspection, Open Space, Planning, Utility Maintenance, Streets, Vehicle/Transporting, Utility Construction)

	Training by Public Utilities Education Manager
	In-house training by each department/Storm Water Quality Coordinator
	Training is covered by separate training
	Not applicable

## SOP APPLICABILITY BY DEPARTMENT

See SWMP website for SOPs:

<https://sandy.utah.gov/departments/public-utilities/storm-water/storm-water-management-program>

	Public Utilities	Public Works	Parks and Recreation	Community Development	All Other Departments
<b>Development and Enforcement</b>					
SWPPP and Development Plan Review	X				
Construction Site Management and Inspection	X				
Post-Construction Site Management and Inspection	X				
Storm Water Enforcement	X	X	X	X	X
<b>Facility</b>					
Dumpster/Garbage Storage	X	X	X		
Garbage and Scrap Metal Storage	X	X	X		
Parking Lot Maintenance	X	X	X		
<b>IDDE</b>					
IDDE - Reporting and Response	X	X	X	X	X
IDDE - Tracing Illicit Discharge	X				
IDDE - Removing Illicit Discharge	X				
IDDE - Outfall Inspection	X				
IDDE - Priority Area Inspection	X				
IDDE - Employee Training	X				
Spill Containment and Cleanup	X	X	X	X	X
<b>Priority Area Facility Inspection</b>					
Facility Inspection - Quarterly Comprehensive	X	X	X		
Facility Inspection - Quarterly Visual	X	X	X		
Facility Inspection - Weekly Visual	X	X	X		
<b>Open Space</b>					

	Public Utilities	Public Works	Parks and Recreation	Community Development	All Other Departments
Chemical Application Pesticides, Herbicides, and Fertilizers			X		
Graffiti Removal			X		
Mowing and Trimming			X		
Open Space Management			X		
Pet Waste			X		
Planting Vegetation - Seeds			X		
Planting Vegetation - Starters			X		
Shouldering and Mowing			X		
<b>Planning</b>					
Water Quality Consideration	X	X	X	X	
Retrofit Existing Infrastructure	X	X	X	X	
<b>Utility Maintenance</b>					
Storm Water System Maintenance Prioritization	X				
Canal/Ditch Maintenance	X				
Creek/Channel Maintenance	X				
Detention Pond Maintenance	X				
Oil Water Separator Maintenance	X				
SD Pipe Maintenance	X				
SD Structure Maintenance	X				
Sumps/Injection Well Maintenance	X				
Waterline Flushing for Routine Maintenance	X				

	Public Utilities	Public Works	Parks and Recreation	Community Development	All Other Departments
<b>Streets</b>					
Chip Seal		X			
Crack Seal		X			
Curb/Pavement Markings		X			
New/Replacement Concrete Work		X			
Overlays and Patching		X			
Slurry Seal		X			
Snow Removal and De-Icing		X			
Street Sweeping		X			
<b>Vehicle/Transporting</b>					
Fueling	X	X	X		
Transporting Dry Excavated Materials and Spoils	X	X	X		
Transporting Equipment	X	X	X		
Transporting Soil and Gravel	X	X	X		
Transporting Wet Excavated Materials and Spoils	X	X	X		
Vehicle and Equipment Storage	X	X	X		
Vehicle Washing	X	X	X		
<b>Utility Construction</b>					
Planned Utility Excavation Repair/Replacement	X				
Unplanned Utility Excavation Repair/Replacement	X				
Waterline Flushing after Construction/System Disinfection with Discharge to Storm Drain	X				